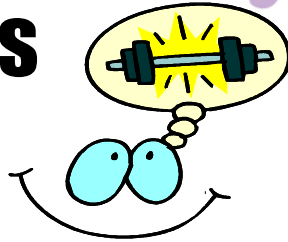


Making Fitness More Fun

Has fitness gotten a little boring? Understand the four forms of fitness: endurance, strength, balance, and flexibility. Each requires different fitness behaviors, and concentrating on each one can improve not only your level of fitness but also your excitement about it. *Endurance* builds energy and “staying power.” It’s achieved with exercise that makes you breathe hard, like aerobic activity. *Strength* comes from working your muscles. *Balance* training can help prevent you from falling—standing on one foot, getting up from a chair without your hands or arms, or simply walking heel to toe help train your brain to balance. This kind of activity is especially important for older people. *Flexibility* is what you gain from regular light stretching exercises. There are many ways to stretch. As with all types of fitness, get the okay from your doctor before you start. A personal training coach, fitness class or video can train you in proper techniques.



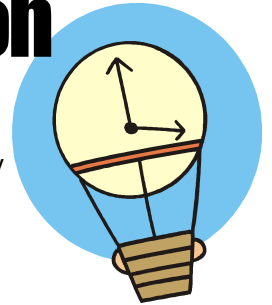
Celebrate & Accelerate Earth Day

Earth Day is April 22, 2009. It’s a time to celebrate the gains we have made and to create new visions to accelerate progress in environmental protection. If you’re wondering how to take part in a meaningful way, you will find an endless list of ideas at the Earth Day Web site, www.earthday.gov. The activities list includes numerous associated links to home, office, and classroom activities; related web resources; and numerous volunteer activity opportunities in your community—all with the goal of protecting our planet.



Score Points against Procrastination

If you could only conquer procrastination, you’d see your productivity soar. Right? To get leverage, try assigning point values rather than priorities to items on your to-do list. When completed tasks add up to predetermined total point values, give yourself a reward. Make it a good one. Head for a great movie after work, have a pedicure, or simply get together and socialize with friends you haven’t seen for a while. Almost any reward can be effective, and over time this strategy will help you accomplish goals you once thought impossible.



Learn More about Your Employee Assistance Program

Did you know the written assurances of confidentiality you see in the Washington State EAP brochures are based on the highest professional standards and are recognized and endorsed by top management and labor? For questions about your EAP, ask a member of any employee assistance team. That way you won’t hesitate to take advantage of what the program has to offer when you need it most. For further information about EAP confidentiality or other topics, check the website at www.dop.wa.gov/eap. Also, you can learn more about the WA State EAP in the *Spring 2009 issue of the Governor’s Interagency Committee for State Employed Women (ICSEW) Newsletter*, which will be available on line the end of April 2009.



Overcoming Imposter Syndrome



Do you secretly worry others will find out that your reputation doesn't match your capabilities? Do you tend to view your accomplishments as dumb luck, being in the right place at the right time, or perhaps the result of good social skills and likeability? When you do succeed, do you think, "Wow, that was a close call—I fooled them, somehow." This phenomenon is often referred to as "imposter syndrome," and it's been studied for nearly 40 years. Up to 70 percent of successful people suffer from it to some degree, so it's not unusual. But, it can be a serious roadblock preventing you from getting where you want to go in your career. The gap between what you know and what you are trying to learn can produce feelings of anxiety and fraudulence—imposter syndrome. In worst-case scenarios, some employees even quit their jobs to prevent being "unmasked." Don't do it! It's good to challenge yourself to hit the next target or career goal, even if you don't yet have every single skill required to be a master. If imposter syndrome is forcing you to make decisions to refuse promotions or to reject tough assignments that others think match your abilities, talk to a counselor, read about imposter syndrome, or talk to your employee assistance professional. Organizations naturally admire leaders and achievers, and if you possess technical skills, good self-awareness, natural abilities, and an engaging style, you're going to get tapped for these roles. Don't let imposter syndrome rule. You are needed!

Don't Keep Job Injuries Secret



Inform your employer if you have injured yourself on the job. Serious injuries on the job are often precipitated by minor injuries. Even what seems like an unimportant incident can reduce your capacity to perform duties safely. Similarly, if you sustain an injury on a piece of broken equipment and don't tell your employer about it so it can be fixed, one of your peers may later experience an injury as well. If you are injured at home and your injury affects your ability to do your job safely, let your employer know. Become familiar with your Agency's Drug Free Workplace Policy if you are taking medications that may impact your ability to safely perform your job duties. Never keep an injury secret because you are worried that if you report it your boss will think you aren't cut out for the job.

Family Role in Addiction

If you have a family member entering treatment for alcoholism or another drug addiction, you have a very important assignment—getting involved in the addiction treatment's family education and counseling program. Addiction is a family disease. The family does not cause the disease, but the behavior of the addict and the long-term adaptation by family members to it adversely affect everyone in personal ways—physically, mentally, and spiritually. Recovery is the name of the game for everyone—not just the patient. A family program will give you the guidance you need. If one is not available, get a plan of action from a knowledgeable counselor or employee assistance professional. It may be tempting, but don't skip the family program! This is the time to roll up your sleeves in recovery. Inattention to your own recovery can result in you continuing to think or behave in ways that do not support your family member's recovery. Don't jeopardize their recovery or your own—be an active participant in a family program.



Fast Formula for Conflict Resolution

Conflict is normal between people. With practice, you can sidestep the emotional part of conflict that makes it last longer by following this formula: 1) Acknowledge the differences between parties.

Recognize, understand, validate, and hear the other party's differences. 2) Let the parties express their feelings. 3) Form an agreement on what's not being disputed—those aspects related to the conflict where differences do not exist. 4) Agree on a common goal—and work backwards to negotiate an agreement. One secret to resolving conflict is to chip away at what you are willing to give up.

